OJCS-517-74
23 April 1974

MEMORANDUM FOR: Executive Officer, DD/M&S

SUBJECT   : M&S Advisory Group Recommendation for
                  Eliminating Excessive Distribution of Computer
                  Reports

1. The following is intended as additional clarification of OJCS
views on the subject which was discussed in our telephone conversation
of 22 April 1974.

2. First of all, OJCS is heartily in favor of action to reduce un-
necessary reports. Obviously, this is a "motherhood" objective which we
would not want to be aligned against; but, more importantly, we reduce our
workload when unnecessary reports are eliminated. You may recall there
was a DD/M&S objective which suggested a partial review each year of the
reports prepared by each Office. We suggested a full review of all reports
each year. It should be noted that this is not a new idea. In the short
OJCS history there have been several attempts to eliminate unnecessary
reports. What usually happens is a drive is put on to get each Office to
review its computer reports, some unneeded reports are discovered,
eliminated, and then the "weeds start to grow back in the garden."

3. We object to the suggestion in paragraph 3.b. of the M&S
Advisory Group's recommendation. Some reasons:

    a. We have no simple way of preparing a semi annual list-
ing of reports. Just ponder a minute on the thousands of reports that are
produced only once; those that are produced directly by the programmers
or analysts in the user office without OJCS intervention.

    b. This list would not be helpful as a review mechanism.
Visualize this semi annual listing (if it were produced). The titles would
often be ambiguous or would not give a clear picture of what the report
looks like. The user or recipient would want to see the report or a sample
of it before saying that he no longer wants it.

c.   Reports are produced because someone wants information or because someone wants to pass information to someone else for action. An example of the first situation is an intelligence analyst processing his data base for information. OJCS is only the service facility for producing the report. The analyst determines that he needs it and we produce it. The judgment--necessary or unnecessary report--is made by the analyst. An example of the second situation can be found in many of the Office of Personnel and Office of Finance computer reports that are distributed throughout the Agency. OP and OF issue these reports because someone has asked for these reports or because OP and OF feel that certain kinds of information should be distributed periodically to all organizations. In either case, it is an issue between the originator (OP and OF) and the recipient; not OJCS, which is merely the agent for preparation of the report.

d.   The "semi annual listing of computer reports" could easily become another one of those reports that no one wants. If we interpret the words "user office" in the suggestion as the office that is responsible for originating the report, I don't think it is asking too much to expect the originator to be knowledgeable of the reports that he has OJCS preparing for him.

e.   It is quite possible that some originators of reports may insist that a certain report or copy of a report is still needed, but the recipients may not agree. A means for reviewing these situations is needed.

3.   In short, we agree with the need for the originator of a computer report to periodically review the usefulness of the report either to himself or to those to whom he distributes it. The suggestion for OJCS to produce a semi annual listing of reports is an over simplification of the problem. We should also encourage anyone who receives an unneeded report to feed this fact back immediately to the originator so that future distribution of the report can be stopped, at least to this recipient. We should not limit our review of "unneeded reports" to those that are produced on computers. There are unneeded reports that are produced by expensive printing and reproduction equipment that are equally wasteful of paper.

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Chief, Plans Staff, OJCS

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:jmm   STATINTL
22 April 1974

MEMORANDUM FOR: Executive Officer to DD/M&S

SUBJECT   : MSAG Proposals

Skip:

1. <u>Used Book Sale</u>: This is not a new idea and has been raised several times in the past. The most recent suggestion that a book sale   STATINTL
be conducted came from ▆▆▆▆▆ You will see from the attached
STATINTL
correspondence that we supported the idea, and ▆▆▆▆▆▆ actually   STATINTL
has had several conversations with ▆▆▆▆▆ When time became available
to actually do additional staff work, we had planned to submit the idea to the
DD/M&S for approval and plan still to do so, perhaps in mid-summer.

2. <u>Publicizing Promotions and QSI's</u>: The Personnel Sub-Group
has for some time forwarded promotion lists for those promoted to GS-08
and above to each office and/or division in the Agency. We have not
publicized the QSI's, but have no objection to doing so. We have not run
into any instance when an employee did not want his promotion publicized.
We believe that it is appropriate for each sub-group to notify its members
about promotions. I am not sure whether this recommendation suggests
that it be done at the Directorate level, and again, if so, no objection.